

## **2006 CITIZEN CORPS PROGRAM (CCP) GRANT**

Virginia Department of Emergency Management

### **Eligible Applicants:**

Cities, counties, towns or others recognized by VDEM as political entities within the Commonwealth of Virginia.

Applicants must demonstrate affiliation and collaboration with an approved local Citizen Corps Council. Established council criteria include – listing on the national Citizen Corps Web site [www.citizencorps.gov](http://www.citizencorps.gov); approval by the state Citizen Corps point of contact, Suzanne Simmons prior to application; diverse community representation as outlined in The Citizen Corps Guide for Local Officials found at [www.citizencorps.gov](http://www.citizencorps.gov).

Applicants demonstrating the following will be given funding preference:

- Demonstrated collaboration among first responder (fire, law enforcement, EMS, medical, emergency management), volunteer, citizen, private sector, other community and faith-based groups and adjacent jurisdictions;
- Demonstrated commitment by applicant to sustain program through local funding, other in-kind resources and planning;
- Demonstrated commitment to homeland security, community preparedness, crime prevention, public health and family safety practices;
- Demonstrated value of proposed Citizen Corps program to the locality's overall homeland security and community preparedness efforts;
- Demonstrated community need;
- Demonstrated excellence in past grants (existing programs only);
- Demonstrated timely and sound compliance with reporting, expenditure and effectiveness of current program (existing programs only); and
- *Incorporation of National Incident Management System (NIMS) into existing training programs and exercises.*

### **Grant Guidelines:**

Applicant may request funding for Citizen Corps Program (CCP) funding. The deadline for submitting grant applications is COB Tuesday, April 3, 2007. The performance period expires March 31, 2008.

### **Instructions for Grant Application:**

The Project administrator must sign all application forms. Regional applications must include documented support from each participating jurisdiction. Each application package must include:

- Completed Grant Application Forms – (see attached instruction sheets);
- A completed Budget Form and Budget Narrative;
- A short Program Narrative (paragraph or two) that lists specific goals or objectives of the Commonwealth of Virginia State Strategy (see Goal #19 attached) supported by the proposed CCP application. (Unless otherwise noted by the locality, all CCP applications should reflect Goal #19 and its objectives).
- General Grant Conditions and Assurances;
- Certifications regarding Lobbying, Debarment etc.
- Local Citizen Corps Council roster

**Objectives for the use of Citizen Corps Program funds:**

- To support Citizen Corps Councils with efforts to engage citizens in all hazards prevention, protection, response and recovery. These efforts include planning and evaluation, public education and emergency communications, training, exercises, volunteer programs and activities to support emergency responders, surge capacity roles and responsibilities and providing proper equipment to citizen volunteers.
- To support goals and objectives listed in the State Homeland Security Strategy. Unless the applicant notes otherwise and lists the appropriate goal, all program expenditures should meet Goal #19 and its objectives, of the April 2004 Commonwealth of Virginia State Strategy.

Although no award limits have been expressly established for CCP applicants, funding requests should be reasonable, prudent and reflective of a locality's capability to implement the proposed program.

Applicants receiving grant awards will be required to submit monthly program activity reports and quarterly grant reports. Quantitative information will include, but may not be limited to: number of volunteers trained, number and type of volunteers participating in formal programs, volunteer hours, types and number of trainers employed in formal programs, outreach and educational programs initiated, collaborations and partnerships established, funds expended to include receipts for all purchases, measurement and outcomes and specific examples of citizen participation and needs.

In addition to the reporting requirements for CCP as a component of FY2006 HSGP, communities are also expected to register and update information regarding their Citizen Corps Councils and programs/activities on the national Citizen Corps website and on other relevant national programmatic websites.

**Authorized Program Expenditures**

Consistent with SHSP, CCP funding may be used in any of following categories:

- Planning (to include evaluation, public education/outreach, and citizen participation in volunteer programs and activities).
- Equipment
- Training
- Exercises
- Personnel
- M&A costs associated with implementing and managing CCP

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness activities, training, exercise, volunteer service and the mission of the Ready Campaign to educate and empower citizens to prepare for emergencies.

**Completed Grant Applications:**

Return completed application(s) to: Virginia Department of Emergency Management  
Citizen Corps Program Grant  
Citizen Corps Program Manager  
10501 Trade Court  
Richmond, VA 23236

Any questions or clarifications regarding applications should be submitted to  
[suzanne.simmons@vdem.virginia.gov](mailto:suzanne.simmons@vdem.virginia.gov) or [sharon.woo@vdem.virginia.gov](mailto:sharon.woo@vdem.virginia.gov)